B. T. 1. 479*

ARTICLES
AND
INSTRUCTIONS
FOR THE BETTER
GOVERNMENT of His MAJESTY's
ROYAL HOSPITAL
FOR
SEAMEN
AT
GREENWICH,

Appointed and Eſtabliſhed at a GENERAL COURT of the GOVERNORS and COMMISSIONERS of the ſaid *HOSPITAL*, held at the *Admiralty-Office*, the Eighteenth Day of *December*, 1730.

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PART I.

The GOVERNOR.

ARTICLE I.

THE Governor is to hold a Council once a Week, or oftner, if he ſhall ſee it neceſſary, for the good Government and Diſcipline of the Hoſpital.

II.

He is frequently to viſit the Wards, and ſee that the Officers do keep good Order therein.

III.

He is to receive Daily from the Steward, an Account of the Numbers in Diet, and alſo of ſuch as are Abſent, or in the Infirmary.

IV.

He is to appoint Boatſwains, and their Mates, having regard in his Choice, to ſuch as have been Commiſſion or Warrant Officers in the Navy.

The LIEUTENANT-GOVERNOR.

ART. I.

THE Lieutenant-Governor is to aſſiſt the Governor, and follow ſuch Directions as he ſhall receive from him for the Service of the Hoſpital; and in his Abſence, to perform the Functions of his Office.

II.

He is to be preſent at all Surveys taken, upon the Death or Removal of any Officer, who has been charged with the keeping of Stores or Proviſions belonging to the Hoſpital, and to ſee that the ſaid Survey be duly executed.

III.

He is to appoint the Number of Officers and Penſioners neceſſary to do the Duty of Watching, and to ſettle the Courſe of their Duty.

IV.

When the Phyſician or Surgeon ſhall certify to him, under their Hands, the Names of ſuch Penſioners, Servants, or Nurſes, as ought to be removed into the Infirmary, helpleſs or private Wards, he is to give Directions accordingly to the Steward and Clerk of

the Cheque, and to put them out of the Diet of the Hall; he is, upon the like Notification, to remove them from thence into ſuch Wards as the Phyſician or Surgeon ſhall think proper, and to excuſe them from Duty, for ſo long time as they ſhall judge adviſable for the Recovery of their Strength.

The

The CAPTAINS.

ART. I.

THE Captains are to aſſiſt the Governor and Lieutenant-Governor, and to obſerve ſuch Directions as they ſhall receive from them, or from their Senior Officer.

II.

They are to keep Liſts of the Penſioners, and of their Diſpoſition; and frequently to viſit all the Wards, and ſee that good Order and Diſcipline be kept therein.

III.

They are, in their Turns, to take Care that Decency and good Order be preſerved among the Penſioners, at their Meal-times in the Hall.

IV.

They are to ſee, that all the Rules and Orders of the Houſe be duly Obſerved, and to repreſent all ſuch Failures or Abuſes as ſhall come to their Knowledge, to the Lieutenant-Governor, and, if need be, to the Council.

The LIEUTENANTS.

ART. I.

THE Lieutenants are to obſerve all ſuch Orders as they ſhall receive from their Superior or Senior Officers, and ſee the ſame duly executed.

II.

The Wards of the Penſioners are to be diſtributed into Diviſions, and each Diviſion put under the Charge of a Lieutenant, who is to be accountable for the good Order thereof, and for the Behaviour of the Penſioners belonging to his Diviſion.

III.

They are to viſit the Wards of their Diviſion twice a Day, and ſee, that the ſaid Wards and Cabbins be kept conſtantly clean.

IV.

One Lieutenant, at leaſt, is always to be preſent in the Hall when the Penſioners are at their Meals, and to ſee that good Order be kept; and they are, by turns, to go with the Men to the Chappel.

V.

V.

They are to ſee, that the Boatſwains and Boatſwains Mates do their Duty; and that the Rules and Orders of the Houſe be punctually obſerved in all reſpects, and to repreſent all ſuch Failures or Abuſes as ſhall come to their Knowledge, to the Senior Captain upon the Spot.

The Boatswains.

ART. I.

THE Boatſwains ſhall be Lodged in the principal Cabbins of the Wards which they are aſſigned to; and they are to march before the Penſioners to and from the Chappel.

II.

They are to attend in the Hall, while the Penſioners are at their Meals, and to keep good Order amongſt them; and not to ſit down to eat, until they have done.

III.

They are to mount the Guard as often as it comes to their turn, and ſee that the Penſioners upon Guard do the Duty required, and that they do not leave the Guard until they are relieved; they are alſo to ſee that the Sentinels be duly relieved, and to give them their Orders, before they go on Duty.

IV.

The Boatſwain of the Guard is to viſit, and go through all the Wards of the Hoſpital, about Midnight, and ſee if all the Fires and Candles are out,

and whether all things are ſafe and quiet; and to look into all the Cabbins, and ſee which are empty, and take an Account of all ſuch, and to carry the ſaid Account to the Lieutenant upon Duty; as likewiſe the Names of all Penſioners who come into the Hoſpital after the Ringing of the Night-Bell, and of ſuch of his Guard who ſhall fail in doing their Duty.

V.

The Boatſwains are to keep good Order in their reſpective Wards, and to view the Cheſts, Bedding, and Furniture of the Penſioners once a Week, or oftner; they are to ſee that the Penſioners be duly ſhaved, and that they keep themſelves clean, and do not daub or ſpoil their Cloathing, or damage the Furniture of the Hoſpital; as likewiſe, that they do not Smoke in the Wards, or bring any Proviſions there; and they are to ſee that the Fires and Candles be put out in their Wards at Nine of the Clock at Night, between *Michaelmas* and *Lady-Day*.

VI.

They are to ſee that all Orders, iſſued out by their Superior Officers, be punctually obſerved, and to inform the Lieutenant of their Diviſion of all Things they ſhall obſerve amiſs, and of any Accidents that may happen.

Boatswains Mates.

ART. I.

THE Boatſwains Mates are to aſſiſt the Boatſwains in the Execution of their Duty, and to perform their Office in Subordination to them.

II.

They are to Summon the Penſioners to come upon Guard, and to ſee that the Guard-Room be kept clean: They are frequently to viſit the Sentinels on their Poſts, and if they find any of them faulty, to repreſent the ſame to the Boatſwain of the Guard. When they watch in the Works, they are to patroll within the Gates of the ſame, three or four times a Night.

PART II.

The TREASURER.

ARTICLE I.

THE Treaſurer is to collect and receive from time to time all Rents and Moneys, in which the Revenue of the Hoſpital conſiſts, or which ſhall be payable for the Uſe of the Hoſpital; and to iſſue and pay ſuch Sums, as by Warrant or Direction from a General Court, he ſhall be authorized to do, for the Service of the Hoſpital.

II.

He is to impreſt, from time to time, to the Steward and Others, ſuch Sums of Money as the Directors ſhall order in Writing, for neceſſary Diſburſements for the Service of the Hoſpital.

III.

III.

At the firſt Meeting of the Directors in every Month, he is to deliver to them in Writing, ſigned by himſelf, or his Deputy in his Abſence, a perfect Account of what Moneys he received in the preceding Month, ſpecifying the ſeveral Heads of the Revenue from whence they were received, and what Sums were remaining in his Hands on the laſt Day of the Month.

IV.

He is to deliver at the ſame time the like Certificate of all Payments by him made within the ſaid Month, diſtinguiſhing the Nature of the ſeveral Payments, whether they are towards the Diſcharge of any Books of the Houſhold, or Works, or Contingencies, or otherwiſe paid or impreſted to particular Perſons; to whom, and on what Account.

V.

Which Certificates, both of Receipts and Iſſues, are to be made in the Form annexed, Page ( ) and to be at all times vouched by the Books of the ſaid Treaſurer, as often as either the Directors, or the Commiſſioners in a General Court, ſhall think fit to call for, and compare the ſame.

VI.

VI.

At the End of every Year, he is to digeſt his Accounts for that Year, in a Leidger-Book fairly Written, ſtating all his Receipts and Payments under their proper Heads, and to lay the ſame, ſigned by himſelf, before the Directors, for their examining and laying the ſame before a General Court, where they are to be finally paſſed.

VII.

In the Abſence of the Treaſurer, his Deputy or Clerk is to attend all Meetings of the Directors, there to give Satisfaction to, or receive Directions from them, in Matters relating to his Office.

VIII.

To let the Board have Copies of all Accounts he ſends to the Auditor. Directors Minute, 16 *Feb.* 1731-2.

IX.

His Deputy is to take care that none of the Tenants at *Greenwich*, belonging to the Hoſpital, be ſuffered to continue above Half a Year in Arrear for Rent, without acquainting the Board. 6 *Sept.* 1740.

The

The SECRETARY.

ART. I.

THE Secretary is to attend at all Meetings of the General Court, and of the Directors, and to read all Papers neceſſary to be laid before them, and to take Minutes of their Proceedings, Copies of which he is to deliver to all Perſons concerned, atteſted under his Hand.

II.

He is to draw out, and keep together in a Book, all Contracts made between the Directors and the ſeveral Tradeſmen who ſerve the Hoſpital; and to deliver atteſted Copies of the ſame to ſuch Officers of the Houſe, as are concerned in ſeeing the ſaid Contracts duly performed.

The CHAPLAINS.

ART. I.

THE Two Chaplains are to officiate Monthly by turns.

II.

The Hours of Prayer are to be daily at Ten of the Clock in the Morning, and at Four in the Afternoon in Summer, and Three in the Winter; and a Sermon is to be preached every *Sunday* Morning, and the Holy Sacrament adminiſter'd at the uſual Seaſons.

III.

The Chaplains are frequently to viſit the Sick in the Infirmary, and to pray with and comfort them, and to adminiſter the Holy Sacrament to ſuch as are in danger of dying, and ſhall be devoutly diſpoſed to receive it.

IV.

They are frequently to Catechize the Boys belonging to the Charity, and to inſtruct them in the Principles of the Religion of the Church of *England*.

V.

They are to take care of the Furniture belonging to the Chappel, and to ſee that the Yeoman keeps the Chappel and Veſtry clean, and in good Order.

The

The MESSENGER.

ART. I.

THE Meſſenger is to ſummon the Governors and Commiſſioners to the General Courts, and the Directors to their appointed Meetings, and to attend at the Door at ſuch Meetings; and he is to obſerve all ſuch Orders as the Secretary ſhall ſignify to him.

The CLERK of the Chappel.

ART. I.

THE Clerk of the Chappel is to attend the Chaplains daily at the Hours of Prayer; to ſet the Pſalms, and aſſiſt at Funerals; and to teach the Charity Boys to ſing Pſalms.

The YEOMAN of the Chappel.

ART. I.

THE Yeoman of the Chappel is to take care to keep the Chappel and Pews clean, with the Veſtry, and all the Furniture belonging to them.

E PART

PART III.

The PHYSICIAN.

ARTICLE I.

NO Medicines or Drugs are to be ſerved into the Diſpenſary, but upon Demand in Writing, ſigned by the Phyſician, who is to inſpect the ſame, before they are ſerved in, rejecting ſuch as ſhall be unfit; and to certify the Quantity, Goodneſs and Reaſonableneſs of the Price of ſuch as are received.

II.

He is frequently to inſpect into the well keeping of the Medicines and Neceſſaries, and to repreſent what may be amiſs to the Directors.

III.

When he finds it neceſſary for any Sick Perſon to be put out of the Diet of the Hall, and to be removed into the Infirmary, helpleſs, or private Wards,

he is to certify the ſame, under his Hand, to the Lieutenant-Governor.

IV.

He is to viſit the Sick as often as occaſion ſhall require, attended by the Diſpenſer.

V.

He is to appoint in Writing, ſigned by himſelf, the particular Diet for every Perſon in the Infirmary, and ſend the ſame to the Steward.

The SURGEON.

ART. I.

THE Surgeon is to demand and receive from the Diſpenſer, as there ſhall be occaſion, ſuch external Medicines and other Neceſſaries as are wanting in the Surgery, and alſo ſuch internal Medicines as he ſhall have occaſion to uſe in Chirurgical Caſes, and to keep the ſame in his Cuſtody.

II.

He is to viſit thoſe under his Care twice a Day, if neceſſary ; and if any Accident happen out of the Hours of dreſſing, to give his Aſſiſtance when called for.

III.

When he finds it neceſſary for any Perſon to be put out of the Diet of the Hall, and to be removed into the Infirmary, helpleſs or private Wards, he is to certify the ſame, under his Hand, to the Lieutenant-Governor.

IV.

He is not to order any internal Medicines, in medicinal Caſes, if the Phyſician be within reach, or any Phyſician to act for him in his neceſſary Abſence.

V.

V.

He is once a Quarter to lay before the Directors, an Account of the Expence of Medicines, and other Neceſſaries during that Quarter, and to make Oath to the Truth thereof, and that he hath not iſſued out any Medicines, but for the ſole Uſe of ſuch Perſons as are maintained upon the Foundation, or their Families reſiding in the Hoſpital.

The

The DISPENSER.

ART. I.

THE Diſpenſer is to take Charge of the Drugs, Neceſſaries, and other Stores committed to his keeping, and to make up and diſpenſe the Medicines uſed in the Hoſpital, and to follow all ſuch Orders and Directions as he ſhall receive from the Phyſician, and alſo ſuch as the Surgeon ſhall give him, conformable to his own Inſtructions.

II.

When he receives Notice from the Nurſe of the Ward, of any Penſioner being taken ill, he is immediately to viſit him, and then to inform the Phyſician of the Nature of the Malady, that he may proceed as the Caſe ſhall require.

III.

He is duly to enter into a Book, to be kept for that purpoſe, the Names of ſuch Perſons, as ſhall be received in the Infirmary, helpleſs or private Wards, with the Times of their Admittance and Diſcharge.

IV.

He is to attend the Phyſician, when he viſits the Sick in the Infirmary, and carry a Book, wherein he

is

is to ſet down in Writing, the Directions of the ſaid Phyſician, of what is to be given to them, and to ſerve the ſame out to them at the appointed Hours.

V.

He is not to adminiſter or apply any Medicine, either Internal or External; nor to iſſue out any Stores or Neceſſaries, without an Order from the Phyſician or Surgeon.

VI.

He is to keep in ſeparate Books, or on Files, the Preſcriptions or Orders of the Phyſician and Surgeon, to be inſpected as ſhall be thought fit.

VII.

He is to take care, that there be a ſufficient Quantity of Drugs and Medicines conſtantly in Store for the Uſe of the ſick Men, and to inform the Phyſician, when any are wanting, that he may give the neceſſary Directions therein.

VIII.

He is to give timely Notice to the Phyſician, before any Drugs or Medicines are ſerved in, that he may inſpect and examine the ſame.

IX.

IX.

He is to return ſuch Glaſſes and Pots, as can be ſaved, to the Apothecary, and ſee that he charges himſelf with the Value thereof in his next Bills, according to the Prices paid him by the Hoſpital, and to vouch the ſame on the Back of his Bills.

X.

He is to give a Receipt for all Drugs and Medicines ſerved into Store, to be produced as a Voucher to the Apothecary's Monthly Bills.

XI.

He is, once a Quarter, to make Oath, that he never hath iſſued out any Medicines, but for the ſole Uſe of ſuch Perſons as are maintained upon the Foundation, or their Families reſiding in the Hoſpital, and according to the Directions of the Phyſician or Surgeon.

XII.

He is, once a Month, to lay before the Directors, an Account of his Diſburſements in the Service of the Infirmary, vouched under the Hand of the Phyſician.

The DISPENSER's ASSISTANT.

Directors Minute, 26 *July*, 1740.

ART. I.

HE is to pound, levigate, and prepare all Simple Drugs, or Medicines.

II.

To compound and make all ſuch Compoſitions and Forms of Medicines, to keep Quantities of thoſe Medicines in readineſs, as ſhall be ordered by the Phyſician.

III.

To keep the Glaſſes, Gallipots, and all other Veſſels and Utenſils belonging to the Diſpenſary neat, clean, and properly titled.

IV.

To carry all Drugs and Medicines, that ſhall be ordered by the Phyſician or Diſpenſer, to the ſeveral Officers in their Apartments.

V.

To obey all ſuch Orders as he ſhall receive, from time to time, from the Phyſician or Diſpenſer, that relate to the Buſineſs of the Sick.

PART IV.

The STEWARD.

ARTICLE I.

THE Steward is to keep a Book containing the Names of all Perſons belonging to the Hoſpital, with their Entries and Diſcharges, and to muſter the Penſioners daily, and to Cheque the Abſent out of their Proviſions.

II.

He is to give timely Notice to the Contractors, for their ſerving in the neceſſary Quantity of Fleſh and other Proviſions, according to the Muſters; And he is to deliver Abſtracts of the Rolls of thoſe in Diet, to the Cook, Butler, and others concerned in ſerving out the Proviſions.

III.

III.

He is to have the Cuſtody of all Proviſions, Stores, Cloathing, Furniture, and other Neceſſaries ſerved in for the uſe of the Hoſpital, and to iſſue them out according to the Rules of the Houſe, or as he ſhall be ordered by the Court of Directors: And he is always to give timely Notice to the Clerk of the Checque, before any Goods or Proviſions are ſerved in, that he may ſurvey the ſame in conjunction with him, and refuſe ſuch as are faulty, and not agreeable to Contract.

IV.

He is to lay before the Directors at their Meetings, monthly Accounts of Proviſions ſerved in, expended, and the Remains, being firſt audited and ſigned by the Clerk of the Cheque.

V.

At the End of every Quarter, he is to lay before the Directors, a Calculation of the Muſters during that Quarter, reduced to the Number of Men for one Day, verified by the Clerk of the Cheque, that ſo it may be ſeen, how the Expence of the Beer, which is to be delivered in Quarterly by the Butler, agrees with the ſaid Muſters.

VI.

VI.

He is to demand and receive from the Contractors, at the time that they ſerve in any Goods or Proviſions, a Bill of Particulars, and at the End of each Calendar Month, to ſet down the ſaid Bills in a Book, as alſo his own Diſburſements, which he is to deliver to the Clerk of the Cheque, with the neceſſary Vouchers, to be audited and ſigned by him, and then to preſent the ſame to the Directors, for their Examination and Allowance.

VII.

He is is to inform himſelf of the Market Prices of all Commodities uſed in the Hoſpital, and at the End of every Quarter, to lay an Account thereof, in Writing, before the Directors.

VIII.

At the End of every Year, he is to make up a General Account of the expence of the ſaid Year under each diſtinct Head, as Proviſions, and great Stores of every kind, ſmall Stores in general, Salaries, Medicines, incident Diſburſements, and the like; and to lay the ſame before the Board of Directors, that they may know the yearly Expence of each Head.

IX.

IX.

He is, in Conjunction with the Clerk of the Cheque, to view the Old Cloathing, which are returned from the Penſioners upon their receiving New, and to cauſe as many of them as are fit, to be converted into great Coats, and given out to the Men to wear in cold Weather, and to diſpoſe of the reſt, as he ſhall be ordered by the Directors.

X.

When any Penſioners die, he is to take their Cloaths into his keeping, and get the ſame ſcoured, and mended (if needful) for the Uſe of thoſe who ſhall be admitted in their room.

XI.

He is once in every Month, to ſend Liſts of ſuch Penſioners as have been admitted in that Time, to the Governors of the Cheſt at *Chatham*, with the Times of their Entry, Age, and Deſcription, to the End that ſuch of them, as have Penſions from the Cheſt, may be diſcontinued from receiving the ſame any longer.

XII.

He is to demand and receive into his Cuſtody, all old Linnen, Furniture, and Utenſils of every kind that

that are unfit for Uſe, upon the Delivery out of New, according to the Rules of the Houſe, and to keep an Inventory thereof in a Book; and he is not to diſpoſe of the ſame, but according to ſuch Orders as he ſhall receive from the Directors, unleſs where it is otherwiſe provided in theſe Inſtructions.

XIII.

He is to deliver to the Officers their full yearly Allowance of Coals at once from the Ship, and not to advance any Coals out of the Stores to any One, without an Order from the Directors.

XIV.

He is to provide the ſick Perſons in the Infirmary, with ſuch Diet as the Phyſician ſhall preſcribe in Writing; and to ſupply the Diſpenſer with Materials for Water-Gruel, Milk, *&c.* and ſuch like liquid Nouriſhment, as the Phyſician ſhall direct, taking the Diſpenſer's Receipt; and he is to take care, that the Infirmary be duly provided with Coals, Candles, Smallcoal, Charcoal, *&c.* as the Phyſician ſhall demand the ſame.

XV.

He is likewiſe to provide ſuch Truſſes, Crutches, and other Inſtruments for lame or infirm Penſioners, as the Surgeon ſhall demand in Writing, and to iſſue

them accordingly ; he is alſo to cauſe the ſame to be repaired and mended, when there ſhall be occaſion, and to receive again into his Cuſtody, from the Nurſes, ſuch of the ſaid Inſtruments as did belong to thoſe who recover or die.

XVI.

He is to deliver out ſuch Flannel or old Linnen, as ſhall be neceſſary, to the Surgeon and Diſpenſer, upon their demanding the ſame in Writing, and to take their Receipts.

XVII.

He is to cauſe the Bedding or Cloaths of ſuch as are unclean, to be ſhifted and cleaned, when the Phyſician ſhall adviſe the ſame.

XVIII.

He is to keep ſeparate Accounts of the Charge of the Infirmary, and to ſet down the ſame under a diſtinct Head in his monthly Books.

XIX.

He and the Clerk of the Cheque are to compare their Leidgers together, at the end of every Year, and to ſign them reciprocally.

XX.

XX.

He is to attend the Directors at their Meetings, in order to the anſwering ſuch Queſtions as may be aſked him, and receiving their Directions.

XXI.

He is to keep an exact Account of what neat Butter, what tare, and what the Salt in each Caſk weighs, and lay the ſame before the Board, at the end of every Quarter.

Directors Minute, 9 *Octob.* 1736.

XXII.

All Penſioners who ſhall be admitted into the Hoſpital for the future, to give a Note to the Steward, for the full Value of their Cloaths.

Gen. Court, 7 *May*, 1740.

The CLERK of the CHEQUE.

ART. I.

THE Clerk of the Cheque is to aſſiſt at all Surveys of Goods, Proviſions, or Stores of any kind belonging to the Hoſpital; to keep diſtinct Accounts thereof in Books provided for that purpoſe; and to charge the reſpective Officers therewith.

II.

He is to be preſent at the ſerving in of all Goods, Proviſions, or Stores of any kind, of which the proper Officers are to give him timely Notice, and to refuſe ſuch as ſhall not be good, or not agreeable to Contract.

III.

He is alſo to be preſent, upon like Notice from the reſpective Officers, at the iſſuing of all Goods, Proviſions or Stores, and to note the Expence in his Books: And he is, at the End of every Year, or oftner if required, to ballance in his Books, the Accounts of all ſorts of Stores and Proviſions in the Cuſtody of the ſaid Officers, that it may appear to the Board of Directors, what has been expended, and what remains.

IV.

IV.

He and the Steward are to compare their Leidgers together at the End of every Year, and to ſign them reciprocally.

V.

He is to keep an exact Account of the Entries, and Diſcharges of all Officers, Penſioners, Servants, and Nurſes belonging to the Houſe. He is to be preſent at the daily Muſters made by the Steward; as likewiſe at the Pay of the Subſiſtence Money to the Penſioners, and to keep Cheque along with him upon ſuch as are abſent, and to certify his monthly Account of Cheques and Mulcts, as well as the Sums paid to thoſe who appear at their Muſters.

VI.

He is likewiſe to muſter daily the Artificers and Labourers employed on Day-Work in the Hoſpital, and to keep exact Accounts of their Attendance, according to the Method hereunto annexed, Page (104) that he may be able to comptrol the monthly Books thereby. And he is to take care, that neither the Artificers nor Labourers ſerving in the Works, nor thoſe allowed to do Labour about the Houſe, be employed on any private Service, or on any other than the publick Work.

VII.

VII.

He is to muſter the Men at Chappel as often as the Lieutenant Governor, or ſenior Captain commanding in his Abſence, ſhall think neceſſary; and to lay the Names of ſuch as are abſent without Cauſe before the Council.

VIII.

At the End of every Month, he is to demand and receive from the Steward and Clerk of the Works, their Books of Accounts of Expence for the ſaid Month. He is carefully to examine and audit all the Bills ſet down therein. He is to ſee that no more Stores or Proviſions be charged than have been actually ſerved in, and that no Stores or Works of any kind be brought to Account, but in purſuance of Orders from the Board of Directors; that the Prices of all Contract Goods be ſet down according to the Contracts, and that the whole be duly vouched; and he is to make out, and keep Copies of the ſaid Books in his Office.

IX.

And for the better enabling him to judge of the Performance of all Works brought to Account, and to give Satisfaction to the Board therein, he is to view himſelf, as often as poſſible, and to be an Eye-Witneſs of all Works done by Carpenters, Joyners, Smiths,

Smiths, Bricklayers, or any other Artificers or Labourers employed in the Works of the Houſe.

X.

And whereas no Artificer or Tradeſman is to deliver any Materials or Stores to any Perſon, without an Order from the Clerk of the Works in Writing, ſetting forth the Demand both in Quantity and Quality, and that nothing of that kind is to be entered in the Books of Works, but in purſuance of ſuch Vouchers, he is to have regard thereto in the Examination of the ſaid Books.

XI.

In all Extra Works, or Reparations, that are performed by Eſtimate, he is to ſee that the ſaid Eſtimates be not exceeded, but to give immediate Notice to the Directors when ſuch Exceſs begins, that they may give Order about it.

XII.

He is to receive from the Secretary atteſted Copies of all Contracts and Minutes made by the Board of Directors, which he is to enter in a Book to be kept for that purpoſe.

XIII.

XIII.

He is to attend the Directors at their Meetings, in order to the anſwering ſuch Queſtions as may be aſked him, and receiving their Directions.

XIV.

To attend at all Admeaſurements of Works, and to ſee that the ſame be duly performed. Gen. Court Minute, 19 *July*, 1735.

XV.

He is to comptrol the ſeveral Caſh-Accounts of the Hoſpital. Gen. Court Minute, 22 *July*, 1736.

XVI.

He is to take care that no Day's Work be allowed on the Books of Works, but what come regularly under his Inſpection. Directors Minute, 9 *Octob.* 1736.

The Master Brewer.

ART. I.

THE Maſter Brewer is to receive into his Charge, in Preſence of the Steward and Clerk of the Cheque, all the Coppers, Brewing-Veſſels, and other Utenſils belonging to the Brew-houſe; as likewiſe the Malt, Hops, Coals, Candles, Brooms, and other Stores delivered to him from time to time for the Uſe of the ſame, all which he is to ſee that they be good, and anſwerable to the Contract both in Quantity and Quality, and delivered in due Time; and to repreſent all Failures to the Court of Directors.

II.

He is to deliver Receipts to the Contractors, upon the Back of their Bills, for ſuch Proviſions and Stores, as have been ſerved in by them for the Uſe of the Brew-houſe, mentioning the Species and Quantity received; Time when; and that the Particulars were anſwerable to the Contract; without which Receipts, verified by the Steward, and Clerk of the Cheque, the ſaid Bills ſhall not be entered in the Books for Payment.

III.

He is to take care, that the Malt, Hops, and other Stores and Utenſils be ſecurely lodged in the proper Store-houſes and Places appointed for that purpoſe, ſo that no Waſte, Embezlement or Damage may happen to them ; but that all Things be duly applied, to the Service of the Brew-houſe, and the whole managed with Frugality and good Huſbandry.

IV.

He is to take care of ſeaſonable Times for Brewing, and that the Beer be good, ſound, and wholſome, and of ſuch a Standard, as ſhall be ſettled and ordered by the Board of Directors.

V.

He is, at the End of every Quarter, to make up a General Account of the Expence of Malt, Hops, Coals, &c. in that Quarter, and the Produce in Beer, Grains, &c. and to lay the ſame (being firſt examined and atteſted by the Clerk of the Cheque) before the Board of Directors.

VI.

The Clerk of the Cheque and Maſter Brewer, are to take ſuch exact Account of the Quantity and Quality

Quality of the Malt and Hops uſed in every Brewing, with the Produce thereof in Beer, *&c.* that they may be able to ſwear thereto, when required.

VII.

All the Caſks uſed for Beer, are to be marked, beſides the Mark of the Hoſpital, by a ſworn Gauger, on the Head, ſhewing the Contents in Gallons, *Wincheſter* Meaſure.

The

The MATRON.

ART. I.

THE Matron is to have the Nurſes under her Direction, and to ſee that they perform their Duty; for which purpoſe ſhe is to be daily in the Wards, and to inſpect their Behaviour; and when any of them are Sick, ſhe is to take care that others do ſupply their Work.

II.

She is to have the care and keeping of the Sheets and Pillowbers of the Penſioners, and to deliver the ſame out clean to the Nurſes, taking their Receipts; and at the ſtated Times of Change, ſhe is to receive back the foul Linnen from the Nurſes, giving them the like Receipts.

III.

She is to deliver the foul Linnen, after being examined, and mended (if neceſſary) by the Nurſes, to the Laundry, to be waſhed, keeping Account of the Sorts and Quantity, and to take a Receipt upon the Delivery, and to give the like upon the Return thereof.

IV.

IV.

She is to apply to the Steward for ſuch Thread, Needles, &c. as ſhall be neceſſary for mending the Linnen, who is to ſupply her therewith.

V.

She is to inform the Steward of ſuch Linnen as ſhall be loſt by the Nurſes, who is to lay the Matter before the Council, and receive their Directions for deducting the Value thereof from their Wages; and ſhe ſhall repay the Worth of what is loſt through her own Neglect.

VI.

She is daily to viſit the Infirmary, and to inſpect the Behaviour of the Nurſes there, and ſee that the ſick People be duly attended, and ſupplied with the Diet preſcribed by the Phyſician.

VII.

She is to take care to have the Rooms, Bedding, and Curtains in the Infirmary, kept clean and well aired, as often as it can be done, without Inconvenience to the Sick.

PART V.

The COOK.

ARTICLE I.

THE Cook is to receive the Fleſh Meat, cut into proper Pieces, from the Butcher, being firſt weighed in the Preſence of the Steward, and to dreſs it.

II.

He is to receive weekly from the Steward, ſuch Quantities of Salt, Spices, and other Neceſſaries of the like Nature, as ſhall be anſwerable to his Occaſions, in proportion to the Number of People to be fed.

III.

He is to divide the Meſſes equally, and diſh out the Meat and Broth at the Hours appointed, and to ſerve the ſame out at the Hatch: And he is likewiſe

wiſe to dreſs ſuch Fleſh Meat as ſhall be ordered for the Uſe of the Sick.

IV.

He is to keep the Kitchen and Larders clean, and all the Utenſils employed therein, and to obſerve good Huſbandry in the Expence of Fire, and Wear of the Utenſils, the Cuſtody of which is committed to him.

The

The Butler.

ART. I.

THE Butler is to have in his Cuſtody, the Table-Linnen, Candleſticks, and Veſſels uſed for drinking at Meals in the Hall, with which he is to ſtand charged by Inventory, and to be accountable for any Loſs.

II.

He is to clean the drinking Veſſels twice a Day, and to cauſe them to be ſcoured once a Month, according to the Contract, or oftner, if neceſſary; and he is to deliver the foul Linnen to the Laundry, to be waſhed.

III.

He is to demand and receive daily from the Baker, the Quantity of Bread which the Steward ſhall direct in Writing, and to place the ſame upon the Tables.

IV.

He is to receive from the Cellar-Man at the Cellar Door, the due Allowance of Drink, according to the Direction of the Steward in Writing, and to ſerve the ſame upon the Tables.

V.

He is to receive from the Steward, the Allowance of Butter and Cheeſe, and to ſerve the ſame out at proper Times.

VI.

He is to lay before the Board of Directors, at the End of every Quarter, an Account of the Quantity of Beer that has been in the Cellars in that Quarter; how much hath been ſerved out; and the Quantity remaining.

The Scullery-Man.

ART. I.

THE Scullery-Man is to have the Cuſtody of all the Diſhes, Plates, and other Veſſels uſed in the Hall for Meat or Broth, with which he is to ſtand charged by Inventory, and to be accountable for any Loſs.

II.

He is to bring what Diſhes ſhall be wanted every Day into the Kitchen, and to ſet the Plates upon the ſeveral Tables, and to carry the Diſhes and Plates away after every Meal.

III.

He is to clean the Diſhes, and other Veſſels daily, and to ſcour them monthly, or oftner, if required, according to his Contract.

The PORTER.

ART. I.

THE Porter is to ſhut and open the Gates at the Times appointed, and to carry the Keys to the Governor, or Officer in Chief, in his Abſence.

II.

He is to keep Beggars, Vagrants, and Children out of the Hoſpital; and not to ſuffer any Cattle, Horſes, Carts, or Carriages of any kind, to come in, but ſuch as are employed in the Service of the Hoſpital; nor are any Coaches to come in, but which ſhall be allowed by the Governor.

III.

He is to ſee that the Houſe Labourers do keep the publick Stair-Caſes, Courts, and Paſſages clean. He is not to ſuffer any Water to be carried out of the Hoſpital without Leave of an Officer: and he is to wind up the Clock daily.

IV.

He is to ſummon the Officers to Council, and to attend them while they are ſitting.

V.

V.

He is to be civil and reſpectful to Strangers, and to ſhew ſuch Parts of the Hoſpital as are uſually ſhewn, to thoſe who deſire to ſee it; and he is to account once a Quarter, upon Oath, for the Gifts received from Strangers for ſeeing the Hoſpital, the ſame being applied towards the Maintenance of the Charity Boys, except a reaſonable Allowance to him for his Trouble.

VI.

Directors Minute, 9 *Octob.* 1736.

He is to keep the great Court and Gravel Walk clean and in good Repair, and lay his Account of Diſburſements therein before the Board.

The

The NURSES.

ART. I.

THE Nurſes are to obſerve and follow all ſuch Directions as they ſhall receive from the Matron.

II.

They are to take care of the Wards allotted to them; to make the Beds of ſuch Penſioners as are not able to do it themſelves, and ſweep and clean the Rooms, empty, waſh, and ſcour the Veſſels, and air the Bedding at the Times appointed.

III.

They are to receive from the Matron the clean Sheets and Pillowbers belonging to the Beds of their Wards, and to return the foul to her, giving and receiving Receipts; and they are to take Notice, that if any Linnen under their Charge is loſt through their Neglect, the Steward is to deduct the Value out of their Wages, according to ſuch Directions as he ſhall receive from the Council, when he makes up the Quarterly Books.

IV.

They are to mend all the wearing and other Linnen uſed in the Houſe, under the Inſpection of the Matron, and to apply to her when they want any old Linnen to mend the ſame, that ſhe may repreſent it to the Lieutenant-Governor, who, when he ſees it neceſſary, is to order the Steward to ſupply it.

V.

When any of the Penſioners belonging to their Wards are taken ill, or receive any hurt, they are immediately to go and acquaint the Diſpenſer, or Surgeon with it.

VI.

No Nurſes are to be ordered into the Infirmary, but ſuch as ſhall be approved by the Phyſician and Surgeon : The ſaid Nurſes are to take Charge of the Cloathing of the ſick and hurt Penſioners, and to be anſwerable for the ſame to the Parties, if they recover, or to the Steward if they die ; as alſo for the Crutches, Truſſes, and ſuch like Inſtruments, belonging to the Lame or Infirm Penſioners, which they are to bring to the Steward, when the Party either dies or recovers.

VII.

VII.

They are to prepare and dreſs the Water-Gruel, Milk, and ſuch kind of liquid Nouriſhment, in the Rooms of the Infirmary, according as the Diſpenſer ſhall direct them.

VIII.

They are to waſh the Surgery Cloaths, and to return the ſame clean to the Surgeon.

IX.

Nurſes appointed to the Infirmary, helpleſs or private Wards, are to follow ſuch Orders, as they ſhall receive from the Phyſician, Surgeon, or Diſpenſer; and they are not to be removed from thence without a Complaint from the Phyſician or Surgeon, or for trangreſſing the Rules of the Hoſpital.

X.

Nurſes ſuperannuated and maintained in the Houſe, are to be employed in ſewing, knitting, ſitting up with the Sick, and ſuch other Works as do not require much Strength or Labour, according as the Lieutenant-Governor and Matron ſhall direct them.

PART VI.

The SURVEYOR of the WORKS.

ARTICLE I.

THE Surveyor of the Works is to cauſe fair Plans and Elevations to be drawn of all Buildings propoſed to be taken in Hand, and to lay the ſame before the Board of Directors, with an Eſtimate of the Expence thereof.

II.

He is not to make any Alteration or Addition to any Building that is ordered, without firſt laying a Plan thereof before the Board of Directors, and giving them his Reaſon for ſuch Alteration or Addition; with an Eſtimate of the Charge thereof, and receiving their Approbation.

III.

III.

He is to receive from the Clerk of the Works, an Account of what Repairs, or other Neceſſaries are wanting from time to time for the Service of the Hoſpital, with an Eſtimate of the Expence; and to conſider the ſame, and report to the Board of Directors, what is fit to be done therein.

IV.

He is to examine and enquire, whether the Contractors employed about the Building and Repairs, do deliver their Goods, or perform their Work agreeable to their Contract; and if he finds any Neglect, or bad Performance, to acquaint the Directors therewith.

V.

He is, before the End of every Quarter, to ſee what Works can be regularly brought to Account in that Quarter, and to give Directions for admeaſuring the ſame, that they may be laid before the Directors at their firſt Meeting after each Quarter-Day.

VI.

He is to give Directions, that all the Works be performed in a good and ſubſtantial manner, and to

give

give ſtrict Orders that no unneceſſary Expence be made, by uſing a greater Quantity of Materials than is needful for the Service, and that all convenient Diſpatch be made with the Works in hand; and if he meets with any Neglect or Delay, to acquaint the Directors therewith.

VII.

All Plans, Eſtimates, and Orders of the General Court or Directors, for any Works to be done, are to be ſigned by the Surveyor and Secretary, and then ſent to the Clerk of the Cheque, who, after taking a Copy of the ſame, is to deliver the Originals to the Clerk of the Works, in order to his ſeeing the ſaid Works duly performed.

VIII.

The Surveyor to join with the Clerk of the Works in all Admeaſurements, and atteſt the Truth of them in the ſame manner. General Court Minute, 13 *Nov.* 1735.

At

At a Meeting of the DIRECTORS at *Salters-Hall, December* 8, 1731.

RESOLVED, That no Works or Repairs of any kind be ordered to be done, for the future, to any Lodging, Apartments, or other Conveniencies, in the Occupation of any Perſon; but upon Application of the Party inhabiting, or making uſe of ſuch Lodgings, Apartments, or other Conveniencies, to this Board in Writing; ſetting forth the Particulars of the Things wanted to be done; and if the Board ſhall judge the ſame reaſonable, the Clerks of the Works are to be directed to prepare Eſtimates of the Charge thereof, and lay the ſame before the Surveyor, according to their Inſtructions, with the particular Amount of each Trade in the Works, that are deſired to be done, according to the Scheme hereunto annexed.

Reſolved, That the Surveyor do lay the ſaid Eſtimates before the Board, with his Opinion, what is fit to be done therein.

Reſolved, That when the Board ſhall order any Work, ſo reported by the Surveyor to be done, that the Surveyor and Secretary do ſign the Eſtimate; and that the ſame be delivered to the Clerk of the Works, to be entered in a fair Book, to be kept for that Purpoſe; and that the Clerk of the Works do

ſhew

ſhew the ſame to the Tradeſmen, and let them know, that they will not be allowed any thing beyond the ſaid Eſtimate; and to take care accordingly, that nothing beyond it be brought to Account, in the Book of Works; and the ſaid Orders and Book are to be produced as Vouchers, when any Accounts are to be paſſed.

Reſolved, That every ſuch Order, for Works ſo eſtimated, and ſigned as aforeſaid, by the Surveyor and Secretary, is to be delivered by the Clerk of the Works, after their Entry thereof, to the Clerk of the Cheque, who is to enter the ſame into a fair Book, to be kept for that Purpoſe, according to the annexed Scheme; and afterwards to return it to the Clerk of the Works; and in the auditing and examining the Books of the Works, he is to ſee that the ſaid Eſtimates are duly complied with, and not exceeded.

But, whereas, unforeſeen Accidents may happen, as burſting of Pipes, Cracks in Lead, *&c.* by which the Hoſpital may ſuffer much Damage, if not ſpeedily prevented; *Reſolved*, That in ſuch extraordinary Caſes, which cannot be delayed without Prejudice; the Clerk of the Works do immediately cauſe the ſaid Repairs to be done; giving Notice thereof to the Clerk of the Cheque; and to lay the Particulars before the Board, at their next Meeting, which are to be ſigned as aforeſaid, and entered in the Book of Eſtimates.

When Ordered.	Where the Work Ordered is to be done.	Bricklayer	Carpenter	Maſon.	Plumber.	Smith.	Brick-maker.	Sandman.
1731.	At the Governor's	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*
December 8.	Apartments.	2 10 0	1 5 0	0 10 0		0 14 0	3 0 0	0 5 0

Limeman.	I on-monger.	Joyner.	Painter.	Plaiſterer.	Glazier.	Paviour.	Storehouſe			Total.
l. s. d.	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*	*l. s. d.*
0 15 0		2 0 0	0 10 0	0 14 0			0 12 0			12 15 0

At a General Court held at the *Admiralty-Office, December* 22, 1731.

RESOLVED, that for the future, when any Officers of the Works ſhall order any Works or Repairs to be done, without an Order from the Directors, that the Value of the ſaid Works ſhall be deducted from their Salary; except in ſuch extraordinary Accidents as cannot ſtay for the Order of the Directors; in which Caſe they are to give Notice thereof to the Clerk of the Cheque, and lay the Particulars before the Directors, at their next Meeting; otherwiſe the Value of the ſaid Works ſhall be deducted from their Wages.

The

The CLERK of the WORKS.

ART. I.

THE Clerk of the Works is to inſpect all Materials and Stores brought in for the Uſe of the Works, and to ſee that they be good and agreeable to Contract.

II.

He is, once a Quarter, to lay before the Directors the current Market-Price of all Materials and Work, which they have agreed for by Contract, that they may make ſuch uſe thereof, as ſhall be for the Advantage of the Hoſpital.

III.

He is not to order any Repairs or Works of any kind to be proceeded on, but by Order from the Directors; and when he ſhall think any Repairs or other Neceſſaries fit to be done, he is to deliver an Account thereof, with an Eſtimate of the Expence, to the Surveyor, for his examining, and laying the ſame before the Directors.

IV.

He is to take care that no Repairs or Jobs be done upon any Building, or Houſehold Goods whatſoever, that are not the Property of the Hoſpital.

V.

V.

When any eſtimated Work is ordered to be done, he is diligently to obſerve the Progreſs thereof, and reſtrain the Workmen within due Bounds; he is to meaſure the ſaid Work from time to time (if needful) and calculate the Expence as it goes along; and if he finds the Charge going to exceed the Eſtimate, he is to ſtop the Work, and to lay an Account thereof before the Directors at their firſt Meeting, with the Reaſons of the Exceſs, and what farther Expence will be neceſſary to finiſh it.

VI.

When any eſtimated Work is finiſhed, he is to lay before the Directors an exact Account of the Expence of the ſaid Work, and the Difference between the ſame and the Eſtimate.

VII.

He is to admeaſure, once in every three Months, ſo much of the Works as come under Meaſure, and to bring the ſame to Account in the firſt Books, that the Tradeſmen's Bills may come the ſooner into Courſe of Payment.

VIII.

He is to keep ſeparate Accounts of the diſtinct Parts of every Building; and when any Part is finiſhed,

niſhed, to lay a full Account of the Charge thereof before the Directors.

IX.

He is to enter all Bills for Stores ſerved in, or Workmanſhip or Labour performed, into Monthly Books, and to lay the ſame before the Directors (being firſt audited by the Clerk of the Cheque) with the Bills and Vouchers, and alſo the Plans, Eſtimates, and Orders for proceeding on the ſaid Works, and at the End of every Book he is to ſubſcribe the following Certificate, *viz.*

Theſe are to certify, That the Workmanſhip charged in this Book was performed in Workmanlike manner, and the Materials delivered and uſed, as is therein mentioned; which Materials are good, and every way fit for the Service they have been applyed to; and the Rates and Prices charged for both, are either according to the Contracts ſubſiſting, or are (if not in Contract) the reaſonable Current Prices at the Times the Particulars were finiſhed. Witneſs my Hand this

X.

He is to attend at all Meetings of the Board of Directors, and lay before them in Writing, ſuch Matters as are proper for their Knowledge.

The

The STOREKEEPER of the WORKS.

ART. I.

THE Storekeeper of the Works is to receive into his Cuſtody all Materials and Stores belonging to the Works, and to be charged therewith.

II.

He is to give timely Notice to the Clerk of the Cheque and Clerk of the Works, and, in Conjunction with them, to inſpect all Stores and Materials brought in, and to refuſe ſuch as are not good, or not agreeable to Contract.

III.

He is not to iſſue out any Stores or Materials, but in purſuance of Orders from the Directors.

IV.

He is to keep an exact Account, in diſtinct Columns, of all Receipts and Iſſues of Stores; and at the End of every Year, to Ballance his Accounts of every Sort, that it may appear to the Directors, what has been Expended, and what Remains.

V.

He is to examine and atteſt all Bills for Stores ſerved in, or Workmanſhip or Labour performed, without which no Bills are to be entered into the Books for Payment.

PART

PART VII.

GENERAL RULES.

ARTICLE I.

NO Furniture of Callico or Linnen, nor Straw Matts for Beds, ſhall be allowed to be uſed in the Hoſpital.

II.

If any Officer, or other, ſhall loſe any of the Goods provided for his Uſe by the Hoſpital, the Steward is to acquaint the Directors therewith, that they may order the Value thereof to be deducted out of his Wages.

III.

All Officers, and others, who are provided with moveable Goods from the Houſe, ſhall ſign an Inventory of the ſame, which is to be kept by the

Steward, and a Duplicate given to the Clerk of the Cheque.

IV.

If any Locks, Keys, or other Furniture, provided by the Hoſpital, ſhall be damaged by any Perſons, or Panes of Glaſs wilfully broke, the ſame ſhall be made good at their Charge, or the Value deducted from their Wages.

V.

No Officer, or other Perſon, ſhall diſpoſe of their Allowances of Coals, or other Stores, or carry them out of the Hoſpital; but if any remain at the End of the Year, the ſame ſhall be ſaved, and ſo much leſs in Proportion ſerved to them the ſucceeding Year.

VI.

No Officer, or other, ſhall order any Work to be performed about his Lodgings without Order of the Directors; and the Clerk of the Works ſhall not otherwiſe bring the ſame into the Accounts of the Houſe.

VII.

No Officer, belonging to the Houſe, ſhall be in any manner directly or indirectly concerned or intereſted in any Contracts of the Hoſpital, nor in any Benefit or Advantage whatſoever, which may ariſe thereby.

VIII.

VIII.

All Perſons who lay out Money upon incident Charges in the Service of the Hoſpital, if they have not a ſettled Allowance for it, ſhall make Affidavit of the Truth of the ſame at the Bottom of the Account which they deliver thereof to the Board of Directors, without which the ſame ſhall not be allowed.

IX.

When any Officer, who has the Charge of Stores, Proviſions, or any Sort of Goods belonging to the Houſe, in his Cuſtody, ſhall leave his Employment, or die, a Survey is to be taken by the Steward and Clerk of the Cheque, in Preſence of the Lieutenant-Governor, and of the Perſon who ſucceeds into that Office, of all the Goods remaining, and the ſame are to be delivered over to the ſaid Succeſſor by Inventory, ſigned by the Surveying Officers; and the Clerk of the Cheque is to enter the ſame into his Books (as alſo all the Goods or Furniture ſupplyed afterwards) as a Charge upon him, and to deliver a Copy thereof to the Board of Directors. And if he finds any Deficiency in the Inventory ſo left, he is to repreſent the ſame to the ſaid Directors, in order to their taking ſuch Meaſures for the indemnifying the Hoſpital for the Loſs, as ſhall be proper.

X.

X.

At the End of every Year, the Steward and Clerk of the Cheque are to take a General Survey of all the Furniture and Stores of every kind belonging to the Hoſpital, under the Inſpection of the Lieutenant-Governor, or ſuch Captain as he ſhall appoint, and to ſee how the ſame agrees with the juſt Ballance, and report the Difference, if any, to the Board of Directors.

XI.

Directors Minute, 16 *July*, 1740.

All the Officers of the Houſe who are allow'd Stationary Wares, are to acknowledge the Receipt thereof, on the Back of the Demand.

ORDERS

ORDERS *for the Regulating and better Governing the* PENSIONERS *and* SERVANTS *of His Majeſty's* Royal Hoſpital *for Seamen at* Greenwich.

ARTICLE I.

THE Penſioners ſhall daily be preſent at Prayers in the Chappel, at the Hours appointed, and ſignified by the Bell; none ſhall be excuſed from this Duty, but ſuch as have leave to be abſent, or are in the Infirmary; every other Abſenter ſhall forfeit Six-pence for the firſt Default, one Shilling for the Second; and if, after that, found incorrigible, expelled. And for the better Diſcovery of ſuch Defaulters, Muſters ſhall be made at the Chappel immediately after Divine Service or Sermon, as often as the Governor, Lieutenant-Governor, or Senior Captain commanding in their Abſence, ſhall think proper; and the Names of the Abſenters are to be laid before the Council of the Hoſpital at their next Meeting, for their proceeding thereupon.

II.

Whoever ſhall be found Drunk in Chappel, ſhall for the firſt Offence be mulcted one Month's Money, and ſuffer one Month's Confinement; for the ſecond

cond Offence, that Puniſhment ſhall be doubled; and for the Third, ſhall be expelled the Hoſpital, or receive ſuch other Puniſhment as the Council ſhall think fit.

III.

Whoever ſhall be guilty of Blaſpheming the Name of God, or of unlawful and raſh Oaths, Curſings, Execrations, Drunkenneſs, Uncleanneſs, Lying, or other ſcandalous Actions, in Derogation of God's Honour, and tending to the Corruption of good Manners, ſhall be puniſhed by Mulct, Confinement, Suſpenſion, or Expulſion, as the Nature of the Caſe ſhall require, and the Council ſhall think fit.

IV.

None ſhall preſume to Quarrel with his ſuperior Officer, upon Pain of ſuch Mulct and Confinement, as the Council ſhall appoint; nor to ſtrike any ſuch Officer, upon Pain of Expulſion.

V.

None ſhall Quarrel or Fight in the Hoſpital, nor uſe reproachful or provoking Speeches tending to making any Quarrel or Diſturbance; nor be rude or unmannerly to any Stranger, upon Pain of ſuch Mulct and Confinement, or other Puniſhment as the Offence ſhall deſerve, and the Council think proper.

VI.

VI.

No Penſioner upon Guard ſhall preſume to go off upon any Pretence whatſoever, 'till he be regularly relieved; nor ſleep on his Poſt, while Centinel, upon Pain of ſuch Puniſhment, by Mulct, Confinement, or otherwiſe, as the Circumſtances of the Caſe ſhall require, and the Council judge proper.

VII.

None ſhall abſent themſelves from the Hoſpital without Leave, upon Pain of ſuch Mulct and Confinement, or other Puniſhment, as the Council ſhall think fit; and if they do not return within a Fortnight after their firſt abſenting, they ſhall then be made Run upon the Books of the Hoſpital.

VIII.

None ſhall receive any Perſon into their Cabbins to lie with them, or be there at unſeaſonable Hours; nor frequent any Houſe of ill Repute; nor bring ſcandalous Women into the Hoſpital; nor keep Company with Whores, or Women reputed to be ſuch; nor converſe with any Man or Woman who ſhall have been expelled the Hoſpital; nor be longer out of their Cabbins at Night, than ſhall be allowed by the Rules of the Hoſpital, upon Pain of ſuch Puniſhment, by Mulct, Confinement, Expulſion, or other Puniſhment, as the Circumſtances

of the Caſe ſhall require, and the Council ſhall adjudge.

IX.

All Pilfering, Theft, and Robbery, ſhall be puniſhed by Expulſion, or otherwiſe, as the Council ſhall think fit.

X.

None ſhall Sell, Pawn, or Purloin any of their Cloaths, Linnen, or Bedding, or thoſe of their Fellows, nor any thing belonging to the Hoſpital; nor wilfully damage the ſame, upon Pain of ſuch Puniſhment, by Mulct, Confinement, Expulſion, or other Puniſhment, as the Nature of the Caſe ſhall require, and the Council appoint.

XI.

None ſhall preſume by any means to defile or deface, or wilfully damage any Part of the Hoſpital, or any thing belonging thereto; nor eaſe themſelves in any other Place or Places, than thoſe appointed for the ſame, upon Pain of ſuch Mulct, Confinement, or other Puniſhment, as the Council ſhall judge proper to the Caſe.

XII.

None ſhall preſume to Beg of any Perſon, either within or without the Hoſpital, whether under the Notion

Notion of ſhewing the Hoſpital to Strangers, or any other Pretence whatever, upon Pain of being mulcted one Shilling for the firſt Offence, two Shillings for the Second, with Confinement at the Diſcretion of the Council; and being Expelled for the Third, or ſuch other Puniſhment, as the Council ſhall think fit.

XIII.

None ſhall preſume to ſmoke Tobacco, but in the Places allowed for it; nor to carry their Drink, or any Part of their Diet into their Cabbins; nor to have any Fire or Candle a-light after the Hour appointed, under the Penalty of being mulcted Sixpence for the firſt Offence, one Shilling for the Second, and ſuch farther Puniſhment for the Third, as the Council ſhall think proper.

XIV.

None ſhall preſume to Sell any Wine, Brandy, or other ſtrong Liquors, either within or without the Hoſpital, upon Pain of Expulſion.

XV.

None ſhall preſume to Sell any Part of the Beer allowed them in the Hoſpital, nor of their other Proviſions, but to the Steward, or the Perſon deputed by him to buy the ſame, for the Benefit of the

Charity Children of the Hoſpital, upon Pain of being mulcted one Shilling for the firſt Offence, two Shillings for the Second, and further Puniſhment for the Third, at the Diſcretion of the Council.

XVI.

If any Penſioner or Nurſe ſhall Marry, after being admitted into the Hoſpital, ſuch Penſioner or Nurſe ſhall immediately be diſcharged from the ſame.

XVII.

If any find Cauſe to Complain of the Quantity or Quality of their Proviſions, or of the Stopping thereof; or of their weekly Allowance-Money or Wages, or of any Thing elſe allowed them by the Eſtabliſhment of the Hoſpital, ſuch Penſioner or Servant finding ſuch Cauſe of Complaint, ſhall quietly make the ſame known to the Commanding Officer on the Spot, and he ſhall lay the Matter before the Council, who ſhall, without delay, apply a proper Remedy thereto: But no Penſioner or Servant, upon ſuch or any other Pretence whatſoever, ſhall privately or publickly attempt to raiſe any Diſturbance in the Hoſpital; or preſume to ſpread or utter any falſe or injurious Reports reflecting upon the Honour and Juſtice of the Government of the ſame, upon Pain of Expulſion, or ſuch other Puniſhent, as the Council, upon due Conſideration of the

the Circumſtances of the Caſe, ſhall judge it to deſerve.

XVIII.

Whoſoever ſhall be privy to the Commiſſion of any of the aforeſaid Crimes or Miſdemeanors, and ſhall not in one Day's time after the Commiſſion thereof, diſcover the ſame to the Commanding Officer on the Spot, ſhall be liable to the ſame Puniſhment as the Offender, and undergo the ſame accordingly, or ſuch Part thereof, as to the Council ſhall ſeem proper, upon examining into the Caſe.

XIX.

None ſhall preſume to break the Confinement impoſed upon them by the Council, upon Pain of Expulſion, or ſuch other Puniſhment as the Council ſhall think fit.

XX.

The Council may order ſuch as are guilty of any Miſdemeanors or Diſorders, whether the ſame be mentioned in the foregoing Articles or not, to wear a yellow Coat, or ſome other Badge or Token of their Offence, and to do the Buſineſs of a Scavenger, if there be occaſion: They may likewiſe confine them to a Diet of Bread and Water for ſuch Offences, and for ſo long Time as they think fit, during which, they ſhall dine at a ſeparate Table in the Hall, where they may be beſt ſeen by the other Penſioners.

At a Meeting of the DIRECTORS for *Greenwich-Hoſpital* at *Salters-Hall*, *January* 5, 1731.

PROPOSALS for Regulating Accounts to be kept of the Brewings and Expence of Beer and Ale, in the Royal Hoſpital for Seamen, at *Greenwich*.

ART. I.

That the Maſter-Brewer, do from time to time, give the Steward and Clerk of the Cheque an Account, under his Hand, of the real Produce of each Brewing; what Part thereof was laid into the Cellars, and what Beer was furniſhed to the Officers, ſpecifying the particular Quantity to each Officer.

II.

That the Cooper be charged with, and accountable for all Beer and Ale, from time to time, laid into the Cellars, and that he give the Steward and Clerk of the Cheque an Account, under his Hand, of the Quantity of ſuch Beer and Ale: That he iſſue the Beer daily, and the Ale on the uſual Feſtivals, to the Butler, for the Penſioners, Servants and Boys, according to the Orders he ſhall receive in Writing, from the Steward; and that he doth take the

the Butler's Receipts for the ſame, by his writing his Name on the Back of thoſe Orders.

III.

That the Steward do give the Cooper ſuch Orders as are above-mentioned, agreeable to the daily Muſters.

IV.

That the Butler do not only give the Cooper ſuch Receipts, as are mentioned in the Second Article; but alſo keep an exact Account in a Book, to be given him for that Purpoſe by the Steward, of all his Receipts from the Cooper, and of his Iſſues of the ſame; wherein is to be diſtinguiſhed, how much thereof was iſſued to the Penſioners and Servants, and how much to the Boys.

V.

That, if at any time, the People ſhould leave any Part of their Allowance of Beer in the Hall, the Butler do take care to return the ſame to the Cooper, acquainting the Steward and Clerk of the Cheque with the Quantity thereof, that ſo the Cooper may be re-charged with it.

VI.

That the Butler do, at the End of each Month, give the Steward a Tranſcript of the ſaid Account, under his Hand, and that the Cooper do at the ſame time

time return him the indorſed Orders, mentioned in the ſecond Article; with an Account of the Remains in the Cellars, and that the Steward do viſit thoſe Places, as often as he may judge it proper, and ſee whether the Remains do in Fact agree with the Cooper's Report thereof.

VII.

That if any Diſagreement appear between the Returns of the Maſter Brewer, Butler and Cooper, the Steward, and Clerk of the Cheque do adjuſt the ſame, or lay the Matter before the Board of Directors, if they think it more convenient.

VIII.

That by the ſaid Returns of the Maſter-Brewer, Butler and Cooper, and by the daily Muſters in the Hall, the Steward do make out, at the End of each Quarter, an exact Account, in the Form hereunto annexed, of the Receipts, Expence and Remains of Beer and Ale from that time, and when it ſhall have been Audited and Atteſted by the Clerk of the Cheque, lay the ſame before the Board of Directors.

IX.

That the Cooper be alſo charged with, and accountable for all the Casks, Iron Hoops, Cooper's Tools, and Utenſils belonging to the Cellars, and

 that

that he keep the Casks in as good Repairs as he can, and thoſe, and the Cellars always ſweet and clean.

X.

That as an Encouragement to him, to acquit himſelf well of his Duty, and becauſe he will thereby be obliged to give his Attendance on *Sundays*, as well as Work-Days, he be allowed Two Shillings a-Day, for the *Sundays*, as he is now for the others.

An Account of Beer, &c. for the Quarter ending with *June*, 1731.

Debtor.	Bar.	Gal.	Creditor.		
To Remains in the Cellar the Firſt of *April*	52	29	By 70826 Muſtered for a Day, at 2 Quarts each	983	25
Brewings in the Quarter.	1118	18	5664 Muſtered in the Infirmary, at 1 Quart each	39	12
Total	1171	11	Officers	33	18
			Waſte, at 10 Gallons *per* Tun	47	12 ¾
To Ale in the Cellar the Firſt of *April.*	14	00	Boys	5	6 ¾
Ditto, Brewed in *May.*	15	18	Ballance remaining in the Cellar, the Firſt of *July*	62	8 ½
				1171	11
			By the Penſioners and Servants on the 12th of *April* and the 11th of *June*, who are not included in the Muſters above-mentioned	29	18
	29	18			

At a Meeting of the DIRECTORS for *Greenwich-Hoſpital* at *Salters-Hall*, *January* 26, 1731;

THE Butler preſented a Memorial to the Board, repreſenting, that by the ſecond Article of the Propoſals for regulating the Account of Beer, eſtabliſhed by the Minutes of the 5th Inſtant; the Charge of the Beer is taken from him, and given to the Cellar-Man, contrary to the Settlement made by a General Court upon which the Board; Ordered the Execution of the ſaid ſecond Article to be ſuſpended for the preſent, and the Steward and Clerk of the Cheque, are to call to them the Butler, and to re-conſider the ſecond Article, and to deliver their joint Opinion, whether the ſaid Article ſhould be put in Practice; or the Practice to remain as it did before.

At a Meeting of the DIRECTORS for *Greenwich-Hoſpital* at *Salters-Hall*, *February* 16, 1731;

RESOLVED, That the Execution of the ſecond Article of the Scheme for regulating the Accounts of Beer be ſuſpended, till the Surveyor has made his Report upon the Propoſal, for bringing the Beer by a Pipe immediately, from the Cellar to the Dining-Hall.

ROYAL-HOSPITAL at *Greenwich*, 31ſt *Jan.* 1729. } An account of Monies Received *Greenwich*, between the 1ſt

Time when Received.	The Treaſurer	Debtor.		
		l.	*s.*	*d.*
	To Ballance of the laſt Account —	6,950		
January 5, 1729.	To Received from the Treaſurer of the *NAVY*, upon Account, for Abatements upon Seamen's Wages.	2,000		
10	From Mr. *A. B.* Receiver-General of the Six-Penny-Office, Money Collected from Merchant Seamens Wages, in *December*, 1729. ——	1,050	3	10
12	From Mr *A. B.* being a free Gift to the Hoſpital. —— —— ——	60		
15	For the Salaries and Groats due to the Chaplains of *Deptford* and *Woolwich* Yards, and their Servants, from *Chriſtmas* 1728, to *Midſummer* 1729. —— —— —— ——	120		
29	From *J. K.* half a Year's Houſe Rent, due at *Midſummer* 1729.—	15		
	From Mr. *M. N.* half a Year's Rent for Conduit-Water, due at *Chriſtmas*, 1729. —— —— —— —	1	5	
	From Mr. *C. D.* being a Legacy to the Hoſpital. —— —— —— —	40		
		10,236	8	10

and iſſued by the Treaſurer of the *Royal-Hoſpital* at and 31ſt of *January*, 1729.

Time when Paid.	Per Contra.				Creditor.		
January 31, 1729.	By Paid the Books of the Houſehold Accounts for the following Three Months, *viz.*	*l.*	*s.*	*d.*	*l.*	*s.*	*d.*
	July, 1729—	500	0	0			
	Auguſt ——	500	0	0			
	September —	500	0	0	1,500		
	By Paid the Books of the Current Works for the following Three Months, *viz.*						
	July, 1729	80	0	0			
	Auguſt ——	80	0	0			
	September---	80	0	0	240		
					1,740		
	Due to Ballance. —— —— ——				8,496	8	10
					10,236	8	10
	State of the Ballance.						
	Impreſt uncleared by the Steward, on the 31ſt of laſt Month	2,000	0	0			
	More Impreſted to him this Month —— —	1,200	0	0	3,200		
	Impreſt uncleared by the Solicitor laſt Month — ——	80	0	0			
	More impreſted to him this Month — ——	40	0	0	120		
					3,320		
	Caſh in the Treaſurer's Hands ——				5,176	8	10
					8,496	8	10

Form of keeping the Musters of Artificers and Labourers employed on Day-Work in *Greenwich* Hospital.

Persons employed on Day Work	Of what Trade.	Works employed on			N° of Days Employed.	Wages *per* Day	Due to each Person at the End of the Month
		K. *Char.* Building	Q *Marys* Building	K. *Will.* Building			
A. B. - -	Bricklayer	II··IIIIIII / IIIIII··III	IIIIIIIII / II··II··I	III··III / IIIIII··			
C. D. - -	ditto	III·IIIIII / IIIIIII·III	III··III / IIIIIIII·	IIIIIIII / III··II·			
E. F. - -	Mason	III···IIIII / III···II·I	IIIII··I / I·IIIII	II··III / IIIIIIII			
G. H. --	Labourer	II··IIIIIII / II····II·II	I··IIIII / IIIII··I	IIIIIII / III·I·I			

ESTABLISHMENT

For Admitting, Maintaining, and Educating of

POOR BOYS

IN THE

ROYAL HOSPITAL

FOR

SEAMEN

AT

GREENWICH,

And for Binding them out APPRENTICES to the SEA SERVICE.

Eſtabliſhed at a GENERAL COURT, held at the *ADMIRALTY-OFFICE*, the 22*d* of *December*, 1731.

LONDON:

Printed in the YEAR M.DCC.XLI.

At a GENERAL COURT, *October* 31, 1734.

THE Directors having conſidered on ſome Rules for the Qualification of Boys, to be admitted to the Charity, do propoſe the following Conſiderations to the Court.

Firſt, That they be the Sons of Seamen who are Slain, Drowned or Dead; or,

Secondly, Sons of the Penſioners of the Houſe; or,

Thirdly, Sons of Seamen minuted at the Admiralty-Office, to be taken into this Houſe; or,

Fourthly, Sons of Seamen diſabled or paſt their Labour; or,

Laſtly, Sons of Seamen who have five or more Children, and are Objects of Charity.

Reſolved, That the Boys qualifyed in the Way propoſed by the Memorial, will be eſteemed fit Objects to be admitted to the Charity.

ESTABLISHMENT

OF THE

POOR BOYS

IN THE

ROYAL HOSPITAL for SEAMEN

AT

GREENWICH.

ARTICLE I.

THE preſent Number of Boys ſhall be augmented to Sixty, ſubject to ſuch Increaſe or Diminution, as the Board of Directors ſhall think fit.

II.

No Boys ſhall be admitted to the Benefit of this Charity, but the Sons of diſabled Seamen, or whoſe Fathers

General Court, 13 *Dec.* 1732.

Fathers were ſlain, kill'd, or drown'd in the Sea Service; of which they are to produce proper Teſtimonials, to the Satisfaction of the Board of Directors.

III.

No Boys ſhall be admitted under Eleven, or above Thirteen Years of Age; to be proved by Certificate of the Miniſter of the Pariſh where the Boy was baptized, or by ſuch other reaſonable Proof as ſhall be ſatisfactory to the Board of Directors; nor ſhall any be continued in the Hoſpital longer than Three Years.

IV.

No Boys ſhall be admitted who are in an ill State of Health, or Blind, Crooked or Lame; or under any Sort of Incapacity of Body or Mind to anſwer the End of this Charity; and in order to prevent Impoſition herein, the Phyſician and Surgeon ſhall carefully examine them, and certify their Condition under their Hands.

V.

No Boys ſhall be admitted who cannot Read.

VI.

The Nomination of poor Boys ſhall be in the Directors, each naming a Boy in his Turn, ſubject to

to the Qualifications above-mentioned; Certificates of which are to be produced, and the Boy to be ſeen by the Board, at the time of Nomination.

VII.

Before any Boy is admitted, the Parents or next Relations, ſhall give ſufficient Security to the Board of Directors, that he ſhall be at their Diſpoſal; and that they will indemnify the Hoſpital if he ſhould run away with the Cloaths, Inſtruments, or other Things belonging to the ſame.

VIII.

If any Boy ſhall get in by falſe Teſtimonials, or other indirect Means, upon Diſcovery thereof, he ſhall be ſtripped of his Cloathing, and turned out of the Hoſpital, and never be re-admitted.

IX.

A Regiſter ſhall be kept by the Steward, and another by the Clerk of the Cheque, of all Boys admitted upon this Foundation, and of the Diſpoſal of them, according to the Form hereunto annexed, *pag.*

X.

The Allowance of Diet to each Boy, for every Day in the Week, ſhall be as follows, *viz.*

Four

Four Ounces of Bread, and one Ounce of Cheeſe to each Boy for Breakfaſt; and five Ounces of Bread, and one Ounce of Cheeſe for Supper, every Day; And,

For Dinner, on

Sunday---- 5 Ounces of Bread, and half a Pound of Mutton with Broth.

Monday--- 5 Ounces of Bread, 1 Ounce of Butter, and Milk-Pottage.

Tueſday--- 5 Ounces of Bread, and half a Pound of Beef with Broth.

Wedneſday 5 Ounces of Bread, 1 Ounce of Butter, and Firmity, with Sugar ſufficient.

Thurſday-- 5 Ounces of Bread, and half a Pound of Beef with Broth.

Friday---- 5 Ounces of Bread, 1 Ounce of Butter, and Peaſe Pottage.

Saturday - 5 Ounces of Bread, 1 Ounce of Butter, and Water-Gruel with Sugar, and Currants ſufficient.

Beer, a Quart every Day, *viz.* half a Pint at Breakfaſt, a Pint at Dinner, and half a Pint at Supper.

XI.

The Cloathing of the Boys, as well Linnen as Woollen, ſhall be the ſame in Quality with that of the Penſioners; and the Boys be new Cloathed as often as the Board of Directors ſhall think fit. And each Boy ſhall have an Every-Day Jacket and Serge Waiſtcoat, made out of the Penſioners old Cloaths, as often as needful; and an Iriſh Ram-Skin Pair of Breeches once in two Years.

XII.

Each Boy ſhall have a clean Shirt, Neck, and Pair of Hoſe once a Week; Pillow-Caſe once a Month; and Towel as often as neceſſary.

XIII.

The Boys ſhall lie in Hammacoes, and the Bedding to each Boy be, *viz.*

1 Flock Bed,
1 Feather Pillow,
2 Chequer'd Pillow-Caſes,
2 Blankets,
1 Rug.

Directors Minute, a Flock Pillow, 16 *Feb.* 1731.

XIV.

The Boys Wards ſhall be ſupplied with Mops, Bruſhes, Brooms, and other Stores, in the ſame manner as the Penſioners Wards are ſupplied.

XV.

The Boys ſhall eat all together at a Table, in the Dining-Hall, which ſhall be furniſhed with clean Cloths twice a Week, and provided with Knives, Forks, Wooden Platters, Trenchers and Piggons; and Pewter-Spoons, Salts and Drinking-Pots, as there ſhall be Occaſion.

XVI.

The Phyſician and Surgeon ſhall take the neceſſary Care of the Health of the Boys, and of their Guardian and Nurſes; and an exact Account ſhall be kept of the Medicines they are ſupplied with, and the ſame laid before the Board of Directors at the End of every Year, atteſted by the Phyſician and Surgeon, with the Value, which ſhall be repayed to the Houſe out of the Charity-Stock.

XVII.

An additional Nurſe ſhall be allowed to the Hoſpital for every thirty Boys, to be warranted and appointed by the ſame Authority that the other Nurſes are; but the Deſignation of the particular Nurſes for the Service of the Charity-Boys, ſhall be in the Governor and Council of the Houſe.

XVIII.

XVIII.

The Wages of the Nurſes appointed to the Charity-Boys, ſhall be 10 *l.* a Year each; with a Gown, Coat, Proviſions, Bedding, and all other Stores, together with Money for Waſhing their Linnen, in the ſame manner as is allowed to the Nurſes of the Penſioners.

XIX.

The Duty of the ſaid Nurſes, ſhall be as follows, *viz.*

1. To take Charge and Care of, and be accountable for, all the Stores and Furniture, each of her reſpective Ward, or part of a Ward.

2. To be likewiſe charged with, and accountable for their reſpective Boys Wearing-Apparel, both Linnen and Woollen; and to keep their Linnen and Hoſe in conſtant good Repair.

3. To Comb the Boys Heads frequently with ſmall Tooth'd Combs, to keep them clean from all ſorts of Vermin; to ſee they Comb their own Heads with great Tooth'd Combs, and waſh their Hands and Face every Morning before they go to School, and their Feet every *Saturday* Night before they go to Bed; and that each put on a clean Shirt, Neck, and Pair of Hoſe every *Sunday* Morning.

4. To make the Beds of ſuch Boys as ſhall be unable to do it themſelves; and be careful to obſerve whether any do wet, foul, or otherwiſe damage their Bedding, or any thing elſe belonging to them; and, if they do, to acquaint the Steward with it.

5. To acquaint the Phyſician or Diſpenſer when any Boys happen to fall ſick, or have contracted any Diſtemper; and the Surgeon, or one of his Aſſiſtants, when any chance to be hurt; and to take proper Care of them, until they are removed into the Infirmary, according to the Directions given for that Purpoſe by the Phyſician or Surgeon.

6. To be at Table with the Boys at Meal-times, the Senior Nurſe at the Upper End, and the other at the Lower; and to diſtribute to them their Proviſions in the eſtabliſhed Proportions.

7. To acquaint the Steward from time to time, when any of the Boys Apparel, Bedding or Neceſſaries, or the Stores in their Wards want to be changed or repaired, and to apply to him as there ſhall be Occaſion, for what may be needful to mend their Linnen and Hoſe.

8. To take Notice of any of the Boys who ſhall be guilty of Lying, Curſing, or Swearing, or any other Prophaneneſs, Immorality or Ill-Behaviour,

and

and to acquaint the Guardian therewith, in order to their being properly corrected for the ſame. And,

Laſtly, To be very ſober and circumſpect in their own Behaviour, and not fail of going to Chappel, at leaſt every *Sunday*.

XX.

The Chaplains of the Hoſpital are to cultivate in the Boys the Principles of Religion and Morality, and give them ſuch Inſtructions therein as they think proper.

XXI.

The Clerk of the Chappel ſhall be appointed to teach the Boys *Pſalmody*, with a Salary of 5 *l.* a Year; and he ſhall employ the Space of Two Hours in that Service every *Wedneſday* and *Friday* Evening after School-Time, between *Lady-Day* and *Michaelmas*, and an Hour in thoſe Evenings between *Michaelmas* and *Lady-Day*; and as much on the Evenings of *Sundays* throughout the Year.

XXII.

There ſhall be a diſcreet Perſon appointed to be Guardian of the Boys, with a Salary of 10 *l. per Annum*, whoſe Duty ſhall be to take Care of them; and to attend them to and from School twice every Day, at the School Hours, except *Sundays* and *Holy-*

Holy-Days; on which Days he is to attend them to and from Chappel, and no Boy is to be excuſed from either, upon any Pretence, except Sickneſs.

XXIII.

The ſaid Guardian ſhall be preſent always in the Hall when the Boys are at Dinner, and keep them in good Order; and when they return from School in the Evening, ſee that they ſpend a convenient Time in their Ward, to perform their Tasks againſt next Morning.

XXIV.

The Senior Boy ſhall, in the Preſence of the Guardian, and the reſt of the Boys, read the *Leſſons* and *Pſalms* of the Day, with a Prayer or Two, every Night before they go to Bed; and a ſhort Prayer only in the Morning before they come down; and on *Sundays* and *Holy-Days*, the Guardian ſhall take Care that ſome of the Boys do, out of Church-Time, read Chapters alternately in the Bible.

XXV.

The Boys ſhall be kept conſtantly at School, where they are to be taught Writing, Arithmetick and Navigation, in the following Manner, *viz.*

1. The

1. The Four firſt Fundamental Rules in Arithmetick, with the Rule of Three, Practice, and the Extraction of the Square and Cube-Roots.

2. Plain Trigonometry, Geometrically, Arithmetically and Inſtrumentally, in all the various Caſes of Rectangles and Oblique Triangles.

3. Plain Sailing; namely, the Working of Traverſes, and the Application of plain Triangles to Oblique Sailing; and the Doctrine of Currents, together with Sailing by middle Latitude.

4. *Mercator*'s Sailing.

5. The uſual Methods for finding the Golden Number, Epact, and Moon's Age, and Time of Southing; as alſo the Times of High-Water at any Port.

XXVI.

If any Boy, after Six Months Trial, proves incapable of Learning, the Maſter ſhall acquaint the Board of Directors with it, that they may diſpoſe of him as they think proper, in Order to make room for another.

XXVII.

If any Boy prove of an untoward, vicious and incorrigible Behaviour, the Maſter ſhall acquaint the Board of Directors therewith, in Order to the Expulſion

pulſion of ſuch Boy; and no Boy expelled, ſhall ever be re-admitted, but by Order of the Directors.

XXVIII.

At the End of each Year, the Maſter ſhall bring all the Boys to be viewed by the Directors, at their Meeting at *Greenwich*, and the Boys ſhall bring with them Specimens of their Performances; and the Maſter is to deliver to the Directors a Liſt of ſuch as ſhall be then fit to be bound out.

XXIX.

No Boy ſhall be bound out to ſerve in any Way but that of a Seamen (except a Boy to be educated in the Diſpenſary) and none ſhall be bound out, but by Order and Approbation of the Board of Directors.

XXX.

In the putting out of the Boys, Regard ſhall be had to bind out ſuch as are beſt qualified, to ſubſtantial Commanders uſing the Southern Navigation, for the better Improvement of their Talents, and becoming able Seamen, and good Artiſts.

XXXI.

General Court, 13 *Dec.* 1732, Directors empower'd to give any Sum not exceeding Ten Pounds.

Every Boy, upon being bound out, ſhall be fitted by the Clerk of the Cheque, with the Cloaths and other

other Neceſſaries here-under mentioned ; the ſame to be done in ſuch Manner, as that the Charge thereof may not exceed the Sum of 7 *l.* and the Steward ſhall defray that Expence out of the Charity-Stock, *viz.*

Directors Minute, 15 *Feb.* 1737-8. The Expence of Binding out each Boy not to exceed 7 *l.* 10 *s.*

A Suit of Flock Bedding,
A Double-Breaſted Pea-Jacket,
A coarſer *Ditto*,
A Serge Waiſtcoat,
A Blue Kerſey *Ditto*,
A Pair of good Cloth Breeches,
A Pair of ordinary Shag *Ditto*,
A Drugget Coat and Pair of Breeches,
2 White Shirts,
3 Cotton Chequed Shirts,
3 Silk Handkerchiefs,
2 Pair of Yarn Stockings,
1 Pair of Worſted *Ditto*,
2 Pair of Shoes,
1 Hat,
1 Pluſh Cap,
1 Cheſt.

Minute 16 *Feb.* 1731. To carry their old Bedding with them, and the Value to be deducted from the 7 *l.*

Together with the Books and Inſtruments he made uſe of in the School.

XXXII.

The Steward ſhall provide from time to time, the Proviſions, Cloathing, Stores, and other Neceſſaries for the Boys, the Guardian and Nurſes, under the Inſpection of the Clerk of the Cheque, and according to the Orders of the Board of Directors.

XXXIII.

The Steward ſhall pay the Guardian, Nurſes and Clerk of the Chappel their Salaries Quarterly ; but is not to pay any other Money on Aecount of this Charity, but by Order of the Board of Directors.

XXXIV.

The Funds appropriated to the Support of this Charity, ſhall not be charged with any Expence, but what ſhall properly belong to it.

XXXV.

A true State of this Stock, by Way of Debtor and Creditor, ſhall be kept by the Steward, and all Receipts and Iſſues charged therein under proper and diſtinct Heads ; and he ſhall lay the ſame, being firſt examined and atteſted by the Clerk of the Cheque, before the Board of Directors, at the End of each Year, or oftner, if they think it neceſſary ; and the Overplus Money, if there be any, ſhall be laid

laid out in ſuch of the Publick Funds, and in the Name or Names of ſuch Perſon or Perſons, in Truſt for the Benefit of this Charity, as the ſaid Board ſhall think fit.

XXXVI.

If the Guardian, Nurſes, or Clerk of the Chappel do negligently acquit themſelves of their reſpective Duties, the Perſons offending ſhall be liable to ſuch Forfeiture of Wages, or other Puniſhment, as the Board of Directors ſhall think proper.

XXXVII.

No Boy ſhall be ſuffered to go without the Gates of the Hoſpital, except to School, without Leave from the Lieutenant-Governor, or the Commanding Officer, by Ticket, which he is to ſhew to his Guardian, or to any Body that ſhall aſk him for it.

XXXVIII.

No Officer, or other belonging to the Hoſpital, ſhall employ any of the Boys in going on Errands, or upon any other Buſineſs whatſoever.

XXXIX.

The School-Maſter ſhall be made acquainted, from time to time, by the Guardian, with ſuch Faults and Miſdemeanors, as any of the Boys may

have been guilty of, who ſhall either admoniſh or puniſh them, according to the Nature or Degree of the Fault.

XL.

Directors Minute, 30 *April* 1737.

The Clerk of the Cheque is to Enroll in the Lord-Mayor's Court, all ſuch Boys as ſhall be Bound out Apprentices from this Charity.

F I N I S.

N°.	Time of Admiſſion.	Quality of the Father.	Names of the Boys.	Time of binding out, Diſcharge, Running away, or Expulſion.	N° of Years bound for.

To whom bound.	Of what Ship Commander.	Burthen.	Of what Place.	What Trade he uſes.